

Maintenance Assessment Districts

Assessment District Management

Fund: 70208

Assessment District Management			
	FY 2002 ACTUAL	FY 2003 BUDGET	FY 2004 PROPOSED
Positions ⁽¹⁾	7.25	7.25	9.25
Personnel Expense	\$ 459,604	\$ 567,907	\$ 811,521
Non-Personnel Expense	200,522	441,800	596,104
TOTAL	\$ 660,126	\$ 1,009,707	\$ 1,407,625

Assessment District Management (Management) provides the City with a cost-effective and fiscally responsible process for managing the needs of the 37 Maintenance Assessment Districts. Management responsibilities include calculating and enrolling assessments with the County Assessor's office; providing direct management support; overseeing contracts, inspections, and district budgeting; analyzing and updating budgets; processing reimbursements; issuing manual billings; and providing professional support from the City Attorney's Office, City Auditor and Comptroller's Office, and City Purchasing Agent. In addition, Management assists communities and developers in the formation of new Maintenance Assessment Districts; meets regularly with property owners to explain how assessment are calculated and expended; and responds to hundreds of citizen inquiries each month. These activities are undertaken while adhering to all legal and City policy guidelines.

All Maintenance Assessment District oversight committees approved the Fiscal Year 2004 Proposed Assessment District Management Fund Budget as part of their budget approval process.

ASSESSMENT DISTRICT MANAGEMENT	FY 2003 ESTIMATE	FY 2004 PROPOSED
BALANCE	\$ 165,568	\$ 186,598
Revenue		
District Reimbursements	\$ 878,672	\$ 1,213,527
Interest	7,500	7,500
TOTAL OPERATING REVENUE	\$ 886,172	\$ 1,221,027
TOTAL REVENUE AND BALANCE	\$ 1,051,740	\$ 1,407,625
Expense		
Personnel ⁽¹⁾	\$ 540,510	\$ 811,521
Contractual	45,000	45,000
Incidental ⁽²⁾	246,180	400,959
Utilities	13,452	14,075
Equipment Outlay	20,000	22,500
Contingency Reserve	-	113,570
TOTAL EXPENSE	\$ 865,142	\$ 1,407,625
BALANCE ⁽³⁾	\$ 186,598	\$ -

⁽¹⁾ The Fiscal Year 2004 Proposed Budget Personnel Expense has increased due to the addition of 2.00 new positions: 1.00 Assistant Deputy Director and 1.00 Senior Management Analyst. These positions will provide critical oversight and analytical support to this program.

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- ⁽²⁾ The Incidentals Expense has increased due to the purchase of a new computer assessment service that is updated with the latest parcel ownership and land use information from the County of San Diego. This replaces the current outdated and unreliable computer system that is currently in use. This service will allow staff to prepare assessment enrollments efficiently, accomplish district reengineering, and retrieve parcel information throughout the fiscal year.
- ⁽³⁾ The ending balance includes a reserve for working capital advances.